

**U.S. GENERAL SERVICES ADMINISTRATION
Northeast and Caribbean Region**

**PROCUREMENT DIRECTORY
“A Marketing Tool for
Small Business”**

2006 - 2007

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U.S. GENERAL SERVICES ADMINISTRATION

If you have a product or service to sell, it's probably something that the U.S. General Services Administration (GSA) buys. Each year, GSA – the Federal Government's business manager, supplies and services buyer, real estate developer, telecommunications manager, and computer solutions provider – contracts for billions of dollars worth of products and services. Because it provides the workspace, supplies, equipment and support that other federal agencies need to do their jobs, GSA is one of the Federal Government's biggest buyers.

Most of GSA's purchasing is handled by its two major business lines: The Federal Acquisition Service (FAS), and the Public Buildings Service (PBS). FAS purchase almost \$32 billion worth of goods and services annually for U.S. Government agencies throughout the world. Purchases range from equipment, supplies, telecommunications and integrated information technology solutions. PBS is responsible for planning, designing, building, restoring, renovating, decorating, providing landscaping for, and leasing (civilian occupied) Government owned buildings and other facilities. It is also responsible for the operation and maintenance of its buildings. GSA also plays a key role in developing and implementing policies that affect many government agencies and helps other federal agencies improve their service to and communication with the public by offering effective citizen-response tools and services.



Small Business Contacts and Programs

The U.S. General Services Administration is committed to the fullest possible participation of small, small disadvantaged, women-owned small, HUBZone small, veteran-owned small and service-disabled veteran-owned small businesses in its procurement programs. The responsibility for helping to meet this goal is centered in the Office of Small Business Utilization, its Regional Small Business Utilization Centers (SBUCs) and the Small Business Technical Advisors (SBTAs).

Office of Small Business Utilization: The OSBU helps to develop legislation, regulations, small business programs and subcontracting requirements to ensure that small businesses are given every maximum practical opportunity to engage in the Federal procurement process. The OSBU publicizes and explains the small business programs through conferences and seminars, educational activities and small business- targeted publications about GSA contracting procedures and opportunities. The OSBU also provides liaison services on small business matters between GSA, Congress, the Small Business Administration and other Federal agencies.

Regional Small Business Utilization Centers: Regional Small Business Utilization Center representatives will help small businesses understand GSA contracting rules and procedures including GSA's small business programs. The Regional Small Business Utilization Centers should be your first point of contact. Specialists in each center can quickly tell you if GSA buys what you sell. They will assist you in identifying appropriate marketing strategies and in obtaining forms and other required documents. Specialists will advise you and provide key contacts related to your firm's products and services. The center's small business assistance team is proactive in ensuring that small businesses have the maximum practicable opportunity to compete for and receive government contracts and subcontracting opportunities. To ensure inclusion of regional small businesses, the SBUC:

- Conducts monthly training workshops on "How to Obtain a GSA Federal Supply Schedule Contract"
- Develops and administers small business programs designed to nurture business opportunities and promote business growth
- Explains how to access and navigate Federal Business Opportunities and other e-Tools
- Provides information on the agency's procurement opportunities
- Offers one-on-one counseling for potential vendors
- Supplies quarterly newsletters, resources and other materials

Small Business Technical Advisors: GSA has two major buying activities—Federal Acquisition Service (FAS), and the Public Buildings Service (PBS). Each major buying activity has a designated Small Business Technical Advisor (SBTA). These experts provide counseling and guidance on contracting procedures and procurement opportunities within their Service specialties.

Small Business Programs

GSA, like all Federal agencies, has established goals for awarding contracts to small, minority-owned, women-owned, HUBZone, veteran-owned and service-disabled veteran owned small business owners. To meet these goals, GSA uses “small business programs”. These programs include contact with the small business community, both to inform them about what GSA has to offer, and to help in locating and working with GSA procurement offices. Some small business programs also have “set-asides” under which certain contracts are reserved for competition among small businesses.

Small Business Set Aside Program: Under this program, except for acquisitions set aside for very small businesses, each acquisition of supplies or services that has an anticipated dollar value of over \$2,500, but not over \$100,000, is automatically reserved exclusively for small businesses. The acquisition will be set aside for small business unless the contracting officer determines there is not a reasonable expectation of obtaining offers from two or more responsible small businesses who are competitive in terms of market prices, quality and delivery.

Small Disadvantaged Business Program: To give small disadvantaged businesses (SDBs) an opportunity to participate in Federal procurement activities, eligible SDBs may receive price evaluation adjustments when competing for certain requirements

Women-Owned Small Business Program: GSA establishes goals for the award of contracts to women-owned small businesses each year. The OSBU makes a special effort to advise women on contracting opportunities within GSA and to encourage their participation in competitive procurement programs.

Historically Underutilized Business Zone (HUBZone) Program: The HUBZone Program provides Federal contracting opportunities for certain qualified small businesses located in eligible historically underutilized business zones. This helps promote private-sector investments and employment opportunities in urban and rural communities.

Veteran-Owned Small And Service-Disabled Veteran-Owned Small Business Program: Small businesses owned and controlled by service-disabled veterans to the categories of small businesses for which the Federal agencies develop prime and subcontracting goals. Federal agencies also establish goals and collect data regarding subcontracts awarded by prime contractors to veteran-owned small businesses.

Subcontracting Program: Firms with large Government contracts are required by law to establish goals for awarding subcontracts to qualified small, small disadvantaged, women-owned small, HUBZone small, veteran-owned small and service disabled veteran-owned small businesses. Each prime contract of \$500,000 or more (\$1 million for construction) with subcontracting possibilities must include subcontracting goals and a plan for meeting those goals.

Mandatory Source Programs - Javits-Wagner-O-Day Act (JWOD): The Federal Government must purchase certain products and services from non-profit agencies designated by the Committee for Purchase from People Who Are Blind or Severely Disabled and from the Federal Prison Industries.

GSA's Major Buying Activities

Federal Acquisition Service: The President's Management Agenda calls on federal agencies to meet twin goals of reducing government spending and improving performance. With these outcomes in mind, former GSA Administrator Perry announced in Summer 2005 the agency's plan to restructure some of its primary functions.

The most significant outcome of this reorganization will be a new GSA Service—the Federal Acquisition Service (FAS)—that will emerge from the consolidation of GSA's Federal Technology Service (FTS) and Federal Supply Service (FSS). Many factors led to the planned reorganization, including shifting customer needs, an evolution in how agencies acquire technology products and services, and a greater emphasis on GSA's role in federal procurement.

The planned FAS organization will have five program areas:

- Customer Accounts and Research—will enable GSA to better understand customer requirements and become a strategic partner in helping agencies meet their acquisition needs.
- Acquisition Management—will ensure that GSA's activities are fully compliant with federal laws, regulations, and policies, and that operating practices are consistent across business lines and regions.
- Integrated Technology Services—will group together in one portfolio the GSA business lines that acquire information technology, telecommunications, and professional services.
- General Supplies and Services—will group together in one portfolio the GSA business lines that acquire a broad range of commercial products and closely-related services, as well as some specialized logistics-based activities.
- Travel, Motor Vehicles, and Card Services—will group together in one portfolio GSA business lines that share commonalities and can provide opportunities for synergy and scale.

The planned Federal Acquisition Service will include seven zones within GSA's eleven geographic regions.

Benefits from the establishment of FAS will include a deeper understanding by GSA of customer requirements; stronger management of the agency's acquisition processes and programs; and greater integration of GSA business lines to provide multiple channels for customers to acquire the products, services, and solutions they need. The intended outcome is a GSA organization that is capable of delivering excellent acquisition services efficiently and effectively and providing value to federal customers and the American taxpayer.

GSA's Major Buying Activities (Continue)

Public Buildings Service: The Public Buildings Service (PBS) is the Federal Government's property developer, lessor and manager of federally-owned and leased properties. PBS is responsible for planning, designing, building, restoring, renovating, decorating and landscaping Government-owned office buildings and other facilities and for maintenance and security. PBS also leases property for Federal agencies. PBS has a nationwide network of centers and field offices that manage, operate, maintain, alter, preserve and repair all facilities under its custody and control. These centers purchase building materials and services needed to operate and maintain the more than 8,000 Federal buildings managed by GSA.

The following sections provide information on specific types of PBS contracts. PBS publishes its requirements in local newspapers, trade journals and technical publications serving the industry, and in GSA's FedBizOpps, which provides vendors access to agency business opportunities 24 hours per day, seven days a week. FedBizOpps also allows vendors to register for automatic e-mail notification of opportunities in their areas of interest.

Architectural and Engineering Services: PBS, through its Regional offices, awards contracts to architectural and engineering firms for the design of Federal buildings. It also contracts for design and engineering of mechanical and electrical systems, elevators and other building components and for renovation and restoration of existing buildings, including historical structures

Construction: PBS delivers its construction programs through 11 Regional offices that manage projects within their geographic boundaries. Contracts for construction or repairs and alterations are usually awarded on the basis of competitive negotiations. Successful offerors must provide bid, performance and payment bonds for construction contracts exceeding \$100,000.

Space Planning and Interior Design: PBS has a nationwide space planning and interior design program, which awards contracts for services ranging from conventional programming and layout to macro-scale, long-range space planning, interior design guides and space standards

Art-in-Architecture Program: Under the Art-in-Architecture program, GSA sets aside a minimum of 0.5% of the estimated construction cost of a new building or major renovation for artwork

Office Space Leasing: PBS leases space for most Federal agencies in urban centers of the 50 States; PBS contracts for leases through competitive negotiations.

Building Services: PBS is responsible for the maintenance of the buildings under GSA control. Regional PBS offices procure services such as cleaning, operation and maintenance of heating and cooling systems, commercial facility management, cafeteria operation, recycling, trash removal, safety inspections, elevator maintenance, lawn maintenance, and guard services.

THE NORTHEAST AND CARIBBEAN REGION'S SMALL BUSINESS UTILIZATION CENTER

The Northeast and Caribbean Region's Small Business Utilization Center serves as the regional liaison and advocate for small businesses within New York, Northern New Jersey, Puerto Rico and the Virgin Islands.

The Small Business Utilization Center is commonly referred to as the "Front Door" to GSA. There is a Small Business Utilization Center located within each of the eleven GSA regions across the country.

As the "Front Door," to federal contracting, the Small Business Utilization Center should be one of your first points of contact if you as a small business owner, are interested in doing business with the Federal Government. Each center is staffed with Counselors who can provide you with information or assistance on any one of the following programs:

- Small Business Program
- Section 8(a) Program
- Subcontracting Program
- Woman-owned Small Business Program
- Historically Underutilized Business Zone (HUBZone) Program
- Veteran and Service-Disable Veteran's Small Business Program

The SBUC achieves its program objectives by partnering to host outreach activities with key contracting officials from the GSA Public Buildings Services (PBS) and the Federal Acquisition Service (FAS). Some of its recurring activities include:

- Procurement Networking Sessions
- Monthly "How to Obtain a GSA Federal Supply Schedule Contract" workshops
- Marketing to the Federal Government Sessions
- Focus Groups

For more information about the Northeast and Caribbean Region's small business programs, visit our website at www.gsa.gov/smallbusiness, or send an email to R2.SBUC@gsa.gov.

GENERAL SERVICES ADMINISTRATION NORTHEAST AND CARIBBEAN REGION PROCUREMENT DIRECTORY

To assist you with marketing your products/services to federal agencies in the Northeast and Caribbean Region (New York, New Jersey, Puerto Rico and the Virgin Islands), listed below are the names and addresses of Federal as well as State and City civilian agencies and branches of the Armed Services in this area, where purchasing is done or relevant purchasing information is available. In the right column are the names of the Small Business Specialists or other officials who advise and guide persons seeking to do business with the government. This list will save you considerable time, especially in making an initial contact with a purchasing agency.

U.S. General Services Administration

U.S. General Services Administration	Small Business Specialists
Small Business Utilization Center Room 18-110 New York, NY 10278 Voice Mail: 212-264-1234 Fax: 212 264 2760 Web Site: www.gsa.gov/r2smallbusiness Email: R2.SBUC@gsa.gov	Janice Bracey janice.bracey@gsa.gov 212.264.1235 Debra Babyak debra.babyak@gsa.gov 212.264.3752
	John Naclerio john.naclerio@gsa.gov 212. 264.1236

Through its two business lines, the Federal Acquisition Service (FAS), and the Public Buildings Service (PBS), the U.S. General Services Administration buys a myriad of items from office supplies and paper products to information technology supplies and services, to building, leasing, maintaining, repairing and securing federal office buildings. The Small Business Utilization Center is not a purchasing or contracting office, but the Small Business Utilization Center's Small Business Specialists can point you in the right direction if you are interested in selling your product and/or service to Federal, State and City agencies.

U.S. General Services Administration (Continued)

The U.S. General Services Administration also staffs customer service personnel within the two business lines to assist you in working with GSA. The customer service personnel for the three business lines are listed below.

U.S. General Services Administration Federal Acquisition Service	Director Judy B. Poskanzer
Customer Service and Marketing 26 Federal Plaza – Room 20-100D New York, NY 10278	judy.poskanzer@gsa.gov 212.264.0305

Ms. Poskanzer is the customer service representative for the GSA Federal Acquisition Service.

U. S. General Services Administration	
Public Buildings Service Specialty Services	Small Business Advocate Jennifer Heno
26 Federal Plaza – Room 1703 New York, NY 10278	Jennifer.heno@gsa.gov 212. 264.9150

Mr. Hall is the customer service representative for the GSA Public Buildings Service.

U.S. General Services Administration	Director
Federal Technology Business Management Branch 26 Federal Plaza – Room 1809 New York, NY 10278	Patrick Donovan patrick.donovan@gsa.gov 212. 264.3571

Mr. Donovan is the customer service representative for the GSA Federal Technology Service.

U.S. General Services Administration	Contracting Officer
Federico Degetau Federal Building 150 Carlos Chardon St. – Room 350 Hato Rey, PR 00918-1746	Rubin Padilla rubin.Padilla@gsa.gov 787. 766.5896

Mr. Padilla is the Caribbean area Public Buildings Service customer service representative for contracts for construction, repair and alteration and all building services.

U.S. General Services Administration	General Information
Specification Unit (WFSIS) 470 East L'Enfant Plaza SW, Ste 8100 Washington, DC 20407	Rick Parker www.rick.parker@gsa.gov 202. 619.8975

Central distribution point for federal specifications, standards and commercial item descriptions.

U.S. Small Business Administration

U.S. Small Business Administration	Business Size Information
Office of Government Contracting Area 1	NYC: 212.264.1452
26 Federal Plaza – Room 3100 New York, NY 10278	Melville: 631.454.0750 www.sba.gov

U.S. Small Business Administration	Loan Information
New York District Office 26 Federal Plaza – Room 3100 New York, NY 10278	212. 264.1481 www.sba.gov/starting_business/

U.S. Small Business Administration	Director, Jose Sifontes
New York District Office 26 Federal Plaza – Room 3100 New York, NY 10278	DynamicSmall Business Search jose.sifontes@sba.gov 212 264.7756

U.S. Small Business Administration	Director, Georgia Ellis
New York District Office 26 Federal Plaza – Room 3100 New York, NY 10278	8(a),HUBZone,&SBD Information,Small Disadvantaged Business Certification Georgia Ellis www.sba.gov 212.264.4322

U.S. Small Business Administration	Business Opportunity Specialist
Buffalo District Office Federal Building – Room 1311 111 West Huron Street Buffalo, NY 14202	Laura McCabe laura.mccabe@sba.gov 719.551.4416

U.S. Small Business Administration	Branch Manager
Rochester Branch Federal Building 100 State Street – Room 410 Rochester, NY 14614	Victoria Reynolds victoria.reynolds@sba.gov 585.263.6700

U.S. Small Business Administration	Acting Branch Manager
Elmira Branch 333 East Water Street, 4 th Floor Elmira, NY 14901	Brian J. Qualey Telephone: 607 734.8130 brian.qualey@sba.gov

U.S. Small Business Administration	Business Size Information
Melville Branch 35 Pinelawn Road – Room 207W Melville, NY 11747	Sandy Liu sandy.liu@sba.gov 631.454.070

U.S. Small Business Administration (Continued)

U.S. Small Business Administration

Puerto Rico and the Virgin Island
District Office
Citibank Towers – Room 201
252 Ponce de Leon Avenue
Hato, Puerto Rico 00418

District Director

Carmen Ana Culpeper
Carmen.culpeper@sba.gov
www.sba.gov
787.766.5572

The Small Business Administration provides financial assistance, management assistance and assistance in obtaining government contracts including Research & Development and subcontract work.

SCORE Chapters (Service Corps of Retired Executives)

The Service Corps of Retired Executives (SCORE) provides free counseling to all types of small businesses.

Manhattan, New York City	212 264.4507
Queens, New York	718 263.8961
Brooklyn, New York	718 623.7000 x1261
Staten Island, New York	718 727.1221
White Plains, New York	914 948.3907

Small Business Development Centers

The Small Business Development Centers (SBDCs) are part of a program funded by the U.S. Small Business Administration that provide one-on-one business advice and training, at no cost, on how to start and finance a business.

To find out if there is a SBDC in your area, call 1800 732.SBDC or visit www.nysbdc.org. Listed below are a few of the SBDCs in the New York area:

Lehman College Bronx, New York	718 960.8806
College of Staten Island 2800 Victory Blvd. Staten Island, New York	718 982.2560
Mercy College Dobbs Ferry, New York	914 674.7485
Pace University- Pace Plaza New York, New York	212 346.1900
York College-City University of NY-Jamaica, New York	718 262.2880
State University of New York Stony Brook, New York	631.632.9070

Procurement Technical Assistance Centers (PTAC)

Defense Procurement Technical Assistance Center NJ Institute of Technology 240 Martin Luther King, Jr. Blvd. Newark, NJ 07102	Director, NJIT Dolcey Chaplin Telephone: 973 596.5807 www.njit.edu/dptac
Union County Economic Development Corp.-Liberty Hall Corporate Center 1085 Morris Avenue, Ste 531 Union, NJ 07083	Shashee Joshi, Thomas Dey sjoshi@ucedc.com www.ucedc.com tdey@ucedc.com 908.527.1166
South Bronx Overall Economic Development Corporation (SOBRO) 555 Bergen Avenue Bronx, NY 10455	Miriam Johnson www.sobro.org mjohnson@sobro.org 718 292.3113
LaGuardia Community College Procurement Technical Assistance Center 31-10 Thomson Avenue Long Island City, NY 11101	Benjamin B. Hunt BenH@lgacc.cuny.edu www.lagcc.cuny.edu 718 482.5315
Long Island Development Corp. 45 Seaman Avenue Bethpage, NY 11714	Sol Soskin www.Ssoskin@lidc.org www.lidc.org 516.433.5000
Rockland Economic Development Corp. One Blue Hill Plaza P.O. Box 1575 Pearl River, NY 10965-1575	President, CEO Holly Freedma www.redc.org info@redc.org 845 735.7040
Procurement Technical Assistance Center P.O. Box 362350 San Juan, PR 00936-2350	Julie Santana juliesantana@pridco.com 787.753.6861
Procurement Technical Assistance Center Rochester Business Alliance 150 State Street Rochester, NY 14614	Paulette Birch 585 327.5904 paulette.birch@rballiance.com www.rochesterptac.com

Procurement Technical Assistance Centers offer a wide variety of services to entrepreneurs and prospective federal vendors including training courses, matching vendors with active government procurement requests and assistance in preparing government bids.

Opportunity Development Association

Opportunity Development Association	Director of Marketing
12 Heyward Street Brooklyn, NY 11211	George Lazzari, www.oda@odabdc.org 718 522.5620

The Opportunity Development Association is funded by the Minority Business Development Agency and provides funding and procurement assistance for minority businesses in Brooklyn and Staten Island, including the Hassidic Jewish population.

U.S. Department of Homeland Security

U.S. Department of Homeland Security	Small Business Specialist
Environmental Measurements Lab 201 Varick Street, 5 th Floor New York, NY 10014	Frances Di Pasqua Telephone: 212 620.3610
U.S. Department of Homeland Security Federal Protective Service	Contracting Officer
26 Federal Plaza, Room 17-130 New York, NY 10278	Martin McRimmon, Martin.McRimmon@gsa.gov 212 264-3260

The Department of Homeland Security's Federal Protective Service procures security related commodities and services.

U.S. Department of Energy

U. S. Department of Energy 53 Bell Avenue, Building 464 Upton, NY 11973	Small Business Specialists Robert P. Gordon Gordon2@bnl.gov Timothy Drawbridge Telephone: 631 344.3346
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The U.S. Department of Energy is responsible for procuring laboratory and electronic equipment, chemical supplies and Automated Data Processing supplies.

Internal Revenue Service

Internal Revenue Service Northeast Area Field Procurement Operations	NE Area Chief Procurement Officer Small Business Specialist
290 Broadway, 3 rd Floor New York, NY 10007	Deborah Forster Telephone: 212 436.1481

The Internal Revenue Service contracts for a variety of supplies/services for their customers.

U.S. Treasury Department – U.S. Mint

U.S. Treasury Department-U.S. Mint 151 N. Independence Mall E. Philadelphia, PA 19106	Small Business Specialist Joseph Sterenchock 215 408.0160
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The U.S. Treasury Department procures parts for specialized machinery.

U.S. Department of Transportation

U.S. Department of Transportation Maritime Administration	Small Business Specialist Frank Todesco
U.S. Merchant Marine Academy Kings Point, NY 11024	516 773.5258

The U.S. Department of Transportation contracts for construction and procurement of supplies/equipment for the Merchant Marine Academy.

U.S. Department of Transportation Federal Aviation Administration	Small Business Specialist Theresa Mirro
159-30 Rockaway Blvd. Jamaica, NY 11434	718 553.3079

The U.S. Department of Transportation contracts for construction of buildings, landing systems for airports and procurement of radio and radar wire communications, janitorial services, ground maintenance and guard services.

United States Postal Service

United States Postal Service Windsor Purchasing & Materials Service Center 8 Griffin Road North Windsor, CT 06095-1572	Supervisor, Diversity Coordinator Lillian Perkins 860 285.7720
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United States Postal Service New York Administrative Services Division JAF Building-421 8 th Avenue New York, NY 10199	Purchasing Specialist Joseph Relna 212 330.2119
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The U.S. Postal Service procures mail handling equipment and contracts for construction and repair of Post Office buildings.

U.S. Department of Interior

U.S. Department of Interior National Park Service	Small Business Specialist Pam Pryor
26 Wall Street, 3 rd Floor New York, NY 10005	212 825.6871

The U.S. Department of Interior is responsible for procuring office supplies, materials, lumber, paint and paper products.

U.S. Department of Justice

U.S. Department of Justice	Bernard Singleton
Federal Bureau of Prisons Metropolitan Correctional Center 150 Park Row-New York, NY 10007	212 240.9656 Ext. 6358

The U.S. Department of Justice procures subsistence items for the federal prison system.

U.S Department of Commerce

U.S. Department of Commerce	Imani Bennett
Minority Business Development Agency 26 Federal Plaza, Room 3720 New York, NY 10278	212 264.3156 www.mbda.gov www.ibennett@mbda.gov

The U.S. Department of Commerce, Minority Business Development Agency seeks to provide assistance to facilitate business formation, business expansion and employment creation through increased participation of minority, small and women owned businesses and entrepreneurs.

U.S. Government Printing Office

U.S. Government Printing Office New York Regional Procurement Office 201 Varick Street, Room 709 New York, NY 10014	Assistant Manager Ira Fishkin www.gpoaccess.gov
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The U.S. Government Printing Office contracts for printing services for the Federal Government.

U.S. Patent and Trademark Office

U.S. Patent and Trademark Office	John Hassett
CPU 22 2121 Crystal Drive Arlington, VA 22202	703 305.8183 www.USPTO.gov

The U.S. Patent and Trademark Office is responsible for issuing patents and trademarks.

U.S. Department of Health & Human Services

U.S. Dept. of Health & Human Services	Small Business Specialist
Parklawn Building, Room 5C26 5600 Fishers Lane Rockville, MD 20857	Linda Danley 301 443.1715

The U.S. Department of Health and Human Services is responsible for procuring a variety of office equipment and medical consultant services.

U.S. Department of Housing & Urban Development

U.S. Department of Housing & Urban Development	Branch Chief, NY Contracting Operations
26 Federal Plaza, Room 35-100 New York, NY 10278	Thomas F. Bucelwicz, 212 264.8000 x3310

The U.S. Department of Housing and Urban Development is responsible for procuring office equipment, administrative support services, financial management services and professional technical and logistical support services.

U.S. Department of Veterans Affairs

Center for Veterans Enterprise (00VE)	General Information
810 Vermont Avenue, N.W. Washington, DC 20420	Telephone: 202 303.3260 www.VetBiz.gov www.va.gov

U.S. Department of Veterans Affairs (continued)

U.S. Department of Veterans Affairs 970 Rt. 70, Room 120 Brick, NJ 08724	Small Business Liaison for NYC, Long Island, NJ and Hudson Valley, NY Stephanie Morreale Stephanie.morreale@med.va.gov 732.206.8900 x6169
U.S. Department of Veterans Affairs Medical Center 130 West Kingsbridge Road Bronx, NY 10468	Chief, Business Service Center John DeCaprio john.decaprio@med.va.gov Telephone: 718 584.9000 x6464

U.S. Department of Veterans Affairs Medical Center 10 Casia Street	Chief of Procurement 787 641.7582
San Juan, PR 00927-5800	

The Department of Veterans Affairs procures supplies and services related to facility and patient support. Also, GSA has delegated authority to the VA for some of its Federal Supply Schedules.

U.S. Environmental Protection Agency

U.S. Environmental Protection Agency 290 Broadway Federal Building New York, NY 10278	Small Business Specialist Otto Salamon Salamon.otto@epa.gov 212 637.3417
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U.S. Environmental Protection Agency 2890 Woodbridge Avenue Edison, NJ 08837	Small Business Specialist Yolanda Lamela www.lamela.yolanda@epa.gov 732 321.6737
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U.S. Environmental Protection Agency 1492 Ponce De Leon Avenue	Brenda Reyes 787.729.6920
Centro Europa Building San Juan, PR 00907-4127	www.epa.gov

The Environmental Protection agency procures anything from office supplies to analytical testing, laboratory services and equipment.

U.S. Department of the Army

U.S. Department of the Army NY District Corp of Engineers	Deputy for Small Business Kathleen Hirschy
26 Federal Plaza, 21 st Floor New York, NY 10278	Kathleen.hirschy@nan02.usace.army.mil 917 790.8004

The Army contracts for army and air force construction in the New York/New Jersey area and off shore bases; also dredging contracts and engineering services.

U. S. Department of the Army	Small Business Specialist
U.S. Army Corps of Engineers Jackson District San Juan Area	Pablo Vasquez Artilles Construction Office
Office – 400 Fernandez Juncos Ave. San Juan, PR 00901	www.usace.army.mil 787 729.6880

The Army procures general construction and repair work.

ACA, Army Contracting Agency	Small Business Specialist
SCSA – NR – WP U.S. Military Academy, Bldg. 681 West Point, NY 10996-1514	Eleanor Lincoln 845 938.2907

The Army procures maintenance equipment, cadet clothing, athletic equipment, classroom equipment, supplies and services for the academy. Also procures for construction and building repair work.

U.S. Department of the Army	Small Business Specialist
Watervliet Arsenal Watervliet, NY 12189-4050	Beth Myers 518 266.5765

This branch of the Army procures research & development for cannons and mortar systems and artillery components, cutting tools, gauges and fixtures.

U.S. Department of the Army	Contracting Officer
Ft. Hamilton Military Community ANFH-PE Attn: NAF Purchasing Room 113 Bldg. 111	Anthony Cart 718 630.4889 Brooklyn, NY 11252-5110

The U.S. Department of the Army is responsible for small purchases covering maintenance, service and supplies. Also, the U.S. Dept. of the Army contracts for food service equipment, beverages, and sporting equipment.

U.S. Department of the Army	Small Business Specialist
Tobyhanna Army Depot	Thomas Garubba
Directorate of Contracting 11 Hap Arnold Blvd.	570 895.7232 Tobyhanna, PA 18466-5100

The Dept. of the Army procures supplies and sources for maintenance of the depot.

U.S. Department of the Army (Continued)

U.S. Department of the Army	Chief
U.S. Army Communications	Kevin Loesch
Electronics Command Fort Monmouth, NJ 07703	www.sadbu.ccom.army.mil.sadbu 732 532.4511
U.S. Department of the Army	Chief, Small & Disadvantaged
U.S. Army – Headquarters Fort Dix – Attn: AFRC-FA-DC Fort Dix, NJ 08640-6150	Business Utilization Office Raymond Blauvett 609 562.2699

This branch of the Dept. of the Army contracts for research and development, communications and electronic equipment.

U.S. Department of the Navy

U.S. Department of the Navy	Small Business Specialist
Fleet Industrial Supply Center 700 Robbins Avenue, Bldg. 2B Philadelphia, PA 19111-5083	Jim McGinley 215 697.9555

Procures mess attendant services, revision of technical manuals, preparation of personal property; laundry and dry cleaning services, engineering services, educational/training services and A-76 studies.

U.S. Department of the Navy	Small Business Specialist
Naval Inventory Control – Point P 700 Robbins Avenue, Code 006 Philadelphia, PA 19111-5083	Tammy Kocior www.navicp.navy.mil 215 697.2587

This naval office procures aircraft spare parts, aeronautical instruments, aeronautical electronic equipment, clocks and marine hardware.

U.S. Department of the Navy	Small Business Specialist
Naval Inventory Control Point P.O. Box 2020 – Code 006 5450 Carlise Pike Mechanicsburg, PA 17055-0788	Helen Katz 717 605.6625

This naval office procures repair parts for ships and submarines.

U.S. Department of the Navy	Small Business Specialist
Resident Office in Charge of Construction Philadelphia Naval Business Center 4903 South Broad Street Philadelphia, PA 19112	Betty Ann Staab 215 897.6492

This naval office does contracting for shipyards.

U.S. Department of the Navy (Continued)

U.S. Department of the Navy	Small Business Specialist
Engineering Field Activity Northeast	Jerry Chapman
10 Industrial Highway Lester, PA 19113-2097	610 595.0629

This naval office does contracting for construction, architectural engineering and environmental services.

U.S. Department of the Navy	Small Business Specialist
Supply Operations	Thomas J. Ott
Purchasing Branch – Box 500 Code 244.56, Building 87-2 Groton, CT 06349-5500	860 694.4251

This naval office procures supplies and services for maintenance of the navy base vessels afloat.

U.S. Department of the Air Force

U.S. Department of the Air Force	Small Business Specialist
Electronic Systems Center BC	Bill Donaldson
275 Randolph Road Hanscom Air Force Base	781 377.4973 MA 01731-2818

This Air Force office procures research & development geophysics, electronic ground environments, air defense system, navigation systems, countermeasures, computers, radar, data processing components, techniques and engineering.

U.S. Department of the Air Force	General Information
Rome Laboratory/PKO	315 330.2507
26 Electronic Parkway Griffiss Air Force Base New York, 13441-4514	

This Branch of the Dept. of the Air Force procures research and development in ground electronics.

U.S. Department of the Air Force	Deputy Commander
McGuire Air Force Base	Major Sandra Sheasley
305 CONS/LGC 2402 Vandenberg Avenue New Jersey 08641-5320	609 724.5929 McGuire Air Force Base

This branch of the Dept. of the Air Force contracts for supplies and services for maintenance of the base, Also, this Air Force Office contracts for base repairs and commissary items.

Defense Logistics Agency

Defense Logistics Agency	Associate Director
Defense Supply Center of Philadelphia	Michael McCall
700 Robbins Avenue Building 36, 2 nd Floor Philadelphia, PA 19111-5096	800 831.1110

This Defense Logistics office procures uniforms including footwear, tents, insignia, subsistence, medical supplies and equipment, drugs and pharmaceuticals for all military activities. Also procure general and industrial supplies.

Defense Logistics Agency	Small Business Specialist
Defense Supply Center 8000 Jefferson Davis Highway Richmond, VA 23297-5124	John H. Henley 800 277.3603

This Defense Logistics office procures laundry and dry cleaning equipment, printing and duplication equipment, motors, generators, antenna equipment and tenting equipment.

Defense Logistics Agency	Small Business Specialist
Defense Energy Support Center 8725 John Jay Kingman Road Fort Belvoir, VA 22060-6222	Ms. Temple Ferrell 800 523.2601 www.desx.dla.mil

This Defense Logistics office procures motor gasoline, heating oil and lubricants and electricity.

Headquarters Army & Air Force Exchange	Small Business Manager
2727 LBJ Freeway Dallas, TX 75234	Meg Kerr-Santy 800 711.6830/1666

Contracting with Army and Air Force Exchange and PX stores. Purchase retail merchandise, supplies, equipment and services.

Defense Contract Management Area Offices

Defense Contract Management Area Offices, ARMY-NAVY-AIR FORCE
DSA and NASA Contracts (DCM) www.dcm.mil

DCMA, New York 207 New York Avenue Staten Island, NY 10305	Small Business Specialist John Castellane, GNDSB 718 390.1016/1017
DCMA, Long Island 605 Stewart Avenue Garden City, NY 11533-4761	Small Business Specialist Eileen Kelly 516 228.5722
DCMA Springfield Springfield Building 1 ARDEC Picatinny Arsenal, NJ 07806-5000	Small Business Specialist Mary Nottingham 973-724.8204
DCMA, Philadelphia P.O. Box 11427 Philadelphia, PA 19111	Small Business Specialist Yvette Wright Yvete.wright@dcm.mil 215 737.5818
DCMA, Boston The Barnes Building 495 Summer Street, 7 th Floor Boston, MA 02210	Small Business Specialists Ann Howell Phillip R. Varney 617 753.4108
DCMA, Boston The Barnes Building 495 Summer Street, 8 th Floor Boston, MA 02210	Small Business Specialists Linda Dower Stephen T. Shea 617 753.4317/8
DCMA, Syracuse-Buffalo 1103 Federal Building 111 West Huron Street Buffalo, NY 14202	Small Business Specialist Major Douglas P. Constant 716 551.4256 www.dcm.mil
DCMA, Hartford 130 Darlin Street East Hartford, CT 06108-3234	Small Business Specialist Carl Kromer 860 291.7705
DCMA, Syracuse 615 Erie Blvd., West Syracuse, NY 13204	Small Business Specialist Ralph Vinciguerra 315 448.7897

NYS Department of Economic Development

NYS Dept. of Economic Development	General Information
Minority & Women Business Division 633 Third Avenue, 32 nd Floor New York, NY 10017	Telephone: 800 STATE NY
NYS Dept. of Economic Development	Business Development Specialist
NYC Regional Office 633 Third Avenue, 31 st Floor New York, NY 10017	Eileen Germaine egermain@empire.state.ny.us 518 292.5224

These agencies provide marketing and technical assistance regarding State and Federal procurements

Empire State Development

Empire State Development	Economic Development Specialist
30 South Pearl Street, 2 nd Floor Albany, NY 12245	Eileen Germaine egermain@empire.state.ny.us 518 292.5224

This office gives advice to small businesses on how they can sell to the New York State Government.

NYS Office of General Services

Office of General Services	Procurement Services Group
Corning Tower Building, 38 th Floor Empire State Plaza Albany, NY 12242	Walter Bikowitz www.ogs.state.ny.us 518 474.6710

The Office of General Services creates contracts for commodities, services and technology services.

NYC Department of Citywide Administrative Services

NYC Department of Citywide Administrative Services- Div. Of Municipal	Dir. Office of Vendor Relations
Supplies and Services One Centre Street, 18 th floor New York, NY 10007	Jeannette M. Megna www.nyc.gov 212 669.8562

This office acquires supplies and services for New York City agencies.

NYC Department of Small Business Services

NYC Dept. of Small Business Services	Procurement Outreach Program
110 William Street, 2 nd Floor New York, NY 10038	Gordon Richards grichards@sbs.nyc.gov 212 513.6356

This office provides information and assistance on city, state and federal procurement opportunities. Also offers various programs to assist the small business community.

NYC Housing Authority – Department of Equal Opportunity

NYC Housing Authority-Department of Equal Opportunity	Procurement Outreach
Office of Business Opportunity 250 Broadway, 27 th Floor New York, NY 10007	Evelyn Diana Evelyn.diana@nycha.nyc.gov www.nyc.gov/nycha 212 306.4654

The New York City Housing Authority is responsible for procuring supplies and services for all of their housing developments throughout New York City.

New Jersey Office of Small Business

New Jersey Office of Small Business	Program Administrator
Mary G. Roebling Building P.O. Box 820 Trenton, NJ 08625-0820	Nina Moseley www.newjerseycommerce.org 609 292.2146

The Office of Small Business certifies small, women-owned and minority owned businesses for procurement at the state level and for the private sector.

New Jersey Department of Labor

New Jersey Department of Labor	Assistant Director
Labor Building, 6th Floor, P.O. Box 955 Trenton, NJ 08625	Cecil C. Dunn www.state.nj.us 609 984.7617

This agency acquires supplies and services for maintenance of State agencies

Document Automation Production Service

Document Automation Production Service	General Information
700 Robbins Avenue, Building 4D Philadelphia, PA 19111-5094	215 697.2179

Central distribution point for specifications and standards used by the Department of Defense for military procurement.



SMALL BUSINESS UTILIZATION CENTERS

REGION	DIRECTOR TELEPHONE/E-MAIL	MAILING ADDRESS	AREAS SERVICED
NEW ENGLAND (1AB)	Grace T. Saenz, Director Deborah Tarleton, (617) 565-8100 FAX: (617) 565-8101 nesbucrl@gsa.gov	GENERAL SERVICES ADMINISTRATION Small Business Utilization Center Thomas P. O'Neill, Jr., Federal Building 10 Causeway Street; Room 901 Boston, MA 02222	Massachusetts, Connecticut, Maine, Vermont New Hampshire, and Rhode Island
NORTHEAST AND CARIBBEAN (2AR)	Janice Bracey, Director (212) 264-1234 Debra Babyak (212) 264-3752 Fax: (212) 264-2760 r2.SBUC@gsa.gov	GENERAL SERVICES ADMINISTRATION Program Support and Human Resource Division; Small Business Utilization Center 26 Federal Plaza; Room 18-130 New York, NY 10278	New York, New Jersey, Puerto Rico, and the Virgin Islands
MID-ATLANTIC (3CR)	Helena Koch (215) 446-4918 Mari McNally (215) 446-4934 Fax: (215) 446-5133 r3.SmallBusiness@gsa.gov	GENERAL SERVICES ADMINISTRATION Regional Office of Small Business Utilization The Strawbridge Building 20 North Eighth Street, 9 th floor Philadelphia, PA 19107	Pennsylvania, Delaware, West Virginia, Maryland,** and Virginia,** New Jersey (Princeton down) **(See National Capital)
SOUTHEAST SUNBELT (4AE)	Mildred Quinley, Director Dinora F. Gonzalez Rebecca Vanover (404) 331-5103 Fax: (404) 331-1721 r4smallbiz@gsa.gov	GENERAL SERVICES ADMINISTRATION Office of Small Business Utilization 77 Forsyth Street; 6 th floor Atlanta, GA 30303	Georgia, Alabama, Florida, Kentucky, North Carolina, South Carolina, Tennessee, Mississippi
GREAT LAKES (5ADC)	Ronald Rennhack, Director Beverly Coley Maureen Cruz Main Toll Free Telephone Number: 1-888-353-5383 Fax: (312) 886-9893 R5Smallbiz@gsa.gov	GENERAL SERVICES ADMINISTRATION Office of Business and Congressional Services Small Business Utilization Center 230 South Dearborn Street; Room 3718 mail stop: 37-5 Chicago, IL 60604	Illinois, Indiana, Ohio, Michigan, Minnesota, and Wisconsin
Satellite Office	Anthony D. Outley (614) 374-0133		
THE HEARTLAND (6ADB)	Pat Brown-Dixon, Director Ruby Rice, Lois Phillips (816) 926-7203 Fax: (816) 823-1167 business.counseling@gsa.gov	GENERAL SERVICES ADMINISTRATION Office of Business and Support Services 1500 East Bannister Road; Room 1161 Kansas City, MO 64131-3088 http://www.r6.gsa.gov/obss	Missouri, Iowa, Kansas, and Nebraska

SMALL BUSINESS UTILIZATION CENTERS (CONTINUED)

REGION	DIRECTOR TELEPHONE/NO	MAILING ADDRESS	AREAS SERVICED
GREATER SOUTHWEST (7ADE)	Willie Heath, Director La'Vida Barnes Tony Gregg (817) 978-0800 Fax: (817) 978-0440 r7smallbiz@gsa.gov	<u>GENERAL SERVICES ADMINISTRATION</u> Office of Small Business Utilization 819 Taylor Street; Room 1E13A Fort Worth, TX 76102	Texas, Arkansas, Louisiana, New Mexico, and Oklahoma
ROCKY MOUNTAIN (8AB)	Bernabe "Pennie" Estrada, Director (303) 236-7409 Fax: (303) 236-7552 R8SBUC@gsa.gov	<u>GENERAL SERVICES ADMINISTRATION</u> Small Business Utilization Center Federal Center #41; Room 210 Post Office Box 25006 Denver, CO 80225	Colorado, Montana, Utah, Wyoming, South Dakota, and North Dakota
PACIFIC RIM (9ADB)	Pamela Smith-Cressel, Director (213) 894-3210 Fax: (213) 894-7658 r9sbconference@gsa.gov	<u>GENERAL SERVICES ADMINISTRATION</u> Office of Small Business Utilization 300 N. Los Angeles Street; Room 3108 Los Angeles, CA 90012	California, Arizona, Hawaii, Nevada
Satellite Office	Lori Falkenstrom (415) 522-2700 Fax: (415) 522-2705	Satellite Location: Phillip Burton FOB and Courthouse 450 Golden Gate Avenue; Room 5-6535 San Francisco, CA 94102-3400	
NORTHWEST/ARC TIC (10AB)	(253) 931-7956 Fax: (253) 804-4887 R10.SBUC@Gsa.gov	<u>GENERAL SERVICES ADMINISTRATION</u> Office of Small Business Utilization 400 15 th Street, SW. Auburn, WA 98001	Washington, Idaho, Alaska, Oregon
NATIONAL CAPITAL (WCAB)	Shaunta P. Johnson, Director Arnetta Cook (202) 708-5804 Fax: (202) 205-2872 bscncr@gsa.gov	<u>GENERAL SERVICES ADMINISTRATION</u> Program Support Division Small Business Utilization Center 7 th and D Streets, SW.; Room 1050 Washington, DC 20407	District of Columbia and the nearby Metropolitan Areas of Maryland: *(Montgomery and Prince Georges Counties); **Virginia: (Cities of Alexandria, Fairfax, and Falls Church; and, Arlington, Fairfax, Loudoun, and Prince William Counties).

U.S. General Services Administration (GSA)

Web Sites for Small Businesses

Federal Business Opportunities

<http://www.fedbizopps.gov>

GSA's Homepage:

<http://www.gsa.gov>

GSA Office of Small Business Utilization:

<http://www.gsa.gov/smallbusiness>

GSA Federal Supply Schedules Program

<http://pub.fss.gsa.gov/sched/>

GSA Forecast of Contract Opportunities:

http://w3.gsa.gov/web/i/ion/con_opp.nsf

↑Underline key

Contracting Opportunities with GSA (Publication):

<http://www.gsa.gov/pubs/ctropgsa/ctropgsa.htm>

Small Business Administration:

<http://www.sba.gov>

Minority Business Development Agency:

<http://www.mbda.doc.gov/>

GSA Federal Technology Service Information Technology Solutions:

(To register as a small purchase IT vendor).

<http://it-solutions.gsa.gov/>

GSA Subcontracting Directory:

http://w3.gsa.gov/web/i/subs_dir.nsf/

Dynamic Small Business Search

<http://www.ccr.gov>

Link: Dynamic Small Business Search

Dynamic Small Business Search (DSBS) is the U.S. Small Business Administration's ***Small Business Search Engine***. It is an online, interactive, electronic gateway of procurement information – for and about small businesses.

It is a ***search engine*** for contracting officers, a ***marketing tool*** for small firms and a ***“link”*** to ***procurement opportunities*** and important information.

A Search Engine

DSBS is an internet-based database of information on small businesses, small disadvantaged businesses, 8(a) small businesses, woman-owned small businesses, service-disabled veteran-owned small businesses, veteran-owned small businesses, and HUBZone small businesses. **DSBS** is free to federal and state government agencies as well as prime and other contractors seeking small business contractors, subcontractors and/or partnership opportunities. **DSBS** is open to all small firms seeking federal, state and private contracts.

Businesses profiled on the **DSBS** system can be searched by SIC codes; key words; location; quality certifications; business type; ownership race and gender; EDI capability, etc.

Marketing Tool

A virtual one-stop procurement shop for government contracting, **DSBS** makes small business profiles available to federal, state and local government contracting officers, as well as to private-sector businesses looking for contractors, subcontractors, teaming arrangements or partnerships.

The electronic profile of each registered small business includes the identification of the business (including world-wide-web and e-mail addresses, if available) organization and/or ownership, products and services, and performance history. The profile also describes the firm's Electronic Data Interchange capability. Profiles provide vendors an opportunity to put a controlled “marketing spin” on their businesses. Companies with “homepages” can link their web site to their **DSBS** profile, creating a very powerful marketing tool.



WHAT IS e-BUY?

e-Buy is an online Request for Quotes (RFQ) tool, which allows Federal buyers to obtain quotes and issue orders for products and services offered through GSA's Multiple Award Schedules (Multiple Award Schedules) program.

Using e-Buy, Federal buyers may prepare and post an online Request for Quote (RFQ) for specific services and products for designated periods of time.

Vendors are automatically listed under their awarded Special Item Number (SIN) categories. Posted Request for Quotes are available for review by all vendors awarded the SIN category. In addition, Federal buyers have the option of sending an e-mail notice to some or all vendors under the applicable SIN category. The e-mail feature allows buyers, based on market research, to notify a specific vendor under the SIN category. The posting of all Request for Quotes on a website for review combined with the ability of Federal buyers to send e-mail notices to specific vendors based on market research, enhances competition, transparency and efficiency.

Vendors viewing the posted Request for Quotes may submit an offer under their awarded SIN category. Once the RFQ has closed, Federal buyers may then evaluate and accept the quote (s) that represent the best value. Orders may be issued, through GSA *Advantage!*TM or their own internal system, to any vendor whose quote was accepted.

What is GSA's Schedules e-Library?

The Schedules e-Library is the official and only on-line source for complete Schedules and contract award information. Information is updated daily to ensure access to the latest Schedules and contracts. You can find out which suppliers have a contract, and what is available by using various search options, *e.g.*, Schedule contractor's name, contract number, Special Item Number, Schedule Number or key word. The Schedules e-Library is a good source for teaming opportunities. The program uses the advances of electronic commerce to provide access 24 hours a day, seven days a week, by visiting <http://www.gsaelibrary.gsa.gov/elib/eLibrary.jsp>.

What is FedBizOpps?

GSA's Federal Business Opportunities (FedBizOpps) (<http://www.fedbizopps.gov/>) has been designated as the single point of entry for vendors to search Federal Government procurement opportunities that exceed \$25,000. FedBizOpps provides access to agency business opportunities 24 hours per day, seven days a week, and allows you to register to receive e-mail notification of opportunities for your supply or service. It provides easy access to: synopses, pre-solicitation notices, solicitations, request for proposals, request for quotations, federal acquisition regulations, market surveys, sources sought, amendments/modifications and awards. It also permits downloading (printing) of documents. In the future, FedBizOpps will be expanded to include the electronic receipt of bids, proposals and quotes.

FedBizOpps is GSA's primary vehicle for disseminating written solicitations. GSA intends that FedBizOpps will substitute for, not supplement, paper copies of solicitations. However, web-based transactions are not practical in some industries or in some geographic areas. If the contracting officer believes that the distribution of paper copies is necessary to ensure adequate competition, then paper copies will be distributed. For more information and registration, see <http://www.fedbizopps.gov/>.

What is GSA Advantage!

The GSA Advantage! on-line shopping service is an Internet acquisition solution for the entire Federal Government. It allows agencies to search through all GSA sources of supply and select the item that is the best value for their requirements. Through the Internet, Federal agencies have the capability to order directly from the desktop PC. GSA Advantage! is a fast and convenient shopping system that is quickly becoming the hottest shopping website in the Government. This shopping system allows Federal agencies to browse or search for products and services using key words, national stock numbers and vendor names; compare features, prices and delivery options; and place orders electronically. Through GSA Advantage!, customers will be able to search for and order products quickly and conveniently, increasing the potential for strong sales. You may wish to browse GSA Advantage! to review current contractors and their pricing. In order to do so, just follow the instructions on the sign-in page. You will not need a Government-wide commercial purchase card to browse. Another benefit of GSA Advantage! to your company is that purchase orders can be submitted to you via electronic data interchange (EDI), resulting in faster order payment. For additional information on GSA Advantage!, visit <http://www.gsaadvantage.gov/>

What is the General Services Administration's SmartPay

GSA SmartPay is the Federal Government's new charge card for procuring products and services needed in the performance of the Government's business. The General Services Administration awarded contracts to six vendors (Citibank, First National Bank of Chicago, Mellon Bank, NationsBank and U.S. Bank) to provide Government employees with either a VISA, Mastercard or American Express.

The advantages to accepting GSA SmartPay are:

- More than 250,000 Government employees have a purchase card.
- The purchase card may be mandated as the payment tool for purchases under the micropurchase threshold at some agencies.
- Preferred merchant for Government business.
- Simplifies order taking for merchants-no government order forms to process.
- Payment is made electronically to the merchant within 72 hours.
- Billing and collection costs are reduced.
- Facilitates electronic orders.

Accepting the GSA SmartPay Card:

If your company accepts VISA, Mastercard or American Express, you can accept GSA SmartPay cards today. Transactions are processed through your existing merchant account. If you do not currently accept these cards, contact a local bank or the GSA SmartPay contractors listed below to establish a merchant account.

Establishing a merchant account:

Submit an application to your selected bank.

Cost to merchant:

Fees for transactions are paid directly by merchants to their bank. The cost of accepting VISA or Mastercard is negotiated between you and the selected bank. Cost is based on the volume of transactions processed and the averaged size of your transactions. Merchants must purchase or lease the necessary equipment from their bank or other suppliers. GSA SmartPay contractors offer merchant services to merchants who do business with the Government. GSA SmartPay contractors may offer more favorable terms and conditions for both transaction fees and equipment.

For more information, visit GSA's website at <http://pub.fss.gsa.gov/services/gsa-Smartpay>.

The following are GSA SmartPay contractors you may wish to contact to establish merchant account:

U.S. Bank
800 334.1941

First National Bank of Chicago
800 984.9982
www.1stchicagofederalcard.com

NationsBank 888 38EAGLS

Citibank 888 474.0317
www.citibank.com

Mellon Bank 800 832.5212
<http://gsa/mellon.com>